

## CPA Certificate Experience Verification

### Instructions

Connecticut State Board of Accountancy

### **Form SBA-Instructions** (Rev. 7/05)

#### GENERAL INSTRUCTIONS

This form is provided as a means for disclosure and verification of Connecticut's experience requirement for attainment of a Connecticut CPA Certificate. This form must be completed by a U.S. CPA or a Connecticut Licensed Public Accountant who is in a supervisory capacity over the applicant, or the Auditors of Public Accounts for experience obtained in the Office of the Auditors of Public Accounts. The U.S. CPA must have held his or her CPA Certificate for over three years. The individual completing this form must forward the form directly to the Connecticut State Board of Accountancy, do not return to the applicant for submission to the Board. Please type or print all requested information. If the space provided is insufficient, please attach a separate sheet. Mail completed forms to the **State Board of Accountancy, 30 Trinity Street, Hartford, CT 06106**. Telephone (860) 509-6179 for assistance

#### 1. Applicants name and dates of experience

Please provide the full name of the applicant whose experience you are verifying.

Provide the beginning and ending dates of the experience. For experience to count towards meeting the requirement, it must be obtained no earlier than four years prior to the completion of the education requirement. Connecticut's education requirement is composed of two parts, a general degree requirement of a bachelors degree from a four year accredited college or University and specific credit hours. For applicants who have sat for the CPA Exam prior to January 1, 2000 Connecticut requires 24 semester hours in Accounting, 3 semester hours in Economics, 3 semester hours in Finance, 3 semester hours in Business Law, and 13 semester hours in general business related subjects. For applicants who take the CPA Exam for the first time after January 1, 2000, Connecticut requires completion of 150 semester hours of college education, which at least 36 semester hours must be in accounting, at least 30 semester hours in economics and business administration education other than accounting; and at least 60 semester hours in general education. The balance may consist of any for-credit courses, including courses in excess of the minimums set. On January 1, 2000 the period in which an applicant may gather experience will expand to five years prior to the completion of the educational requirement.

Please provide the amount of time claimed in the form of weeks. A total of 156 weeks (three years) (*two years for applicants who take the CPA Exam for the first time after January 1, 2000 or 104 weeks*) is required to obtain Connecticut's CPA certificate. To compute the amount of time claimed, the Board considers a 35-hour workweek as one-week full time employment. If an applicant has worked an excess of 35 hours in any one-week, the applicant shall only receive the maximum of one week full time employment credit. The Board does accept part time employment. Credit for part time employment is granted for any week in which the applicant has worked at

least 20 hours. Part time employment claimed will be converted into full time employment on the basis of a 35-hour week. One year of experience shall consist of 52 weeks, and shall include vacations, holidays, and time for illness not to exceed 80 hours, but time for vacations, holidays and illness may not be considered in determining whether an applicant has acquired the necessary 25% audit experience as further described in section 4 of this form.

If the applicant (*for applicants who take the CPA Exam for the first time before January 1, 2000*) has a total of 42 semester hours in Accounting and 36 semester hours in Business Related subjects, one year of the experience requirement may be waived. If the applicant has not already applied for the waiver by submitting photocopies of college transcripts to be verified, the photocopies of the transcripts may be attached to this form.

#### 2. Employer information

**A. Firm Name and address** - Please provide the name of the firm or place of employment of the applicant, full address and telephone number.

**B. Supervisor's name** - Please provide your full name, that is, the individual completing this form, your certificate number or Connecticut PA license number, the jurisdiction where your original CPA certificate was issued and the date that your original CPA certificate was issued. This form must be completed by a U.S. CPA or a Connecticut Licensed Public Accountant who is in a supervisory capacity over the applicant, or the Auditors of Public Accounts for experience obtained in the Office of Public Accounts. The U.S. CPA must have held his or her CPA Certificate for over three years.

#### 3. Type of experience

Please check the block that identifies the type of experience being verified on this form.

Connecticut allows experience to be obtained either in the practice of public accountancy, gathered in a public accounting firm, or experience may be obtained outside of the practice of public accountancy, in private industry or government, in services relating to an opinion, report or certificate on accounting or financial statements.

Applicants for a Connecticut CPA Certificate fall into two categories initial and reciprocal. A reciprocal CPA Certificate may be applied for when the holder of a certificate in another jurisdiction either meets the initial requirements of Education, Exam, Experience, Ethics and Good Character or has five years of experience, after passing the AICPA Uniform CPA Exam, in the practice of public accounting in the immediately preceding ten years.

If you are verifying public accounting experience proceed directly to sections 4 & 5.

If you are verifying non-public accounting experience do not complete section 4 of this form. Instead please attach a statement which demonstrates in detail why the unit in which the applicant worked should be considered an independent unit. State the relationship between the organizations examined and the applicant's organization. Provide a detailed chronological listing of auditing engagements, the name of the organization audited or type of business, date and place of the audit, nature of the audit performed, details of the audit procedures performed

by the applicant. List the approximate time the applicant was involved on each engagement. List the type of reports issued. For non-public accounting experience to be considered by the Board all three or two years must be devoted principally to diverse financial field audits that provide opportunities for the application of generally accepted accounting principles and auditing standards to financial records which culminate in reports. Independence from the management structure must be demonstrated and evidence of diversification must also be shown, that is examination of more than one industry (i.e., manufacturing, retail, banking etc.).

When experience is obtained outside the practice of public accountancy, the Board will determine whether the experience is equivalent to that which is gathered in public accounting. In making this determination, the Board of Accountancy will consider if the applicant performed work in audits resulting in opinions of financial statements, or opinions on financial analysis, reports on accounts. The Board will consider whether the applicant participated with an independent auditor who relied on his work, either wholly or partially in attesting to his organization's finances. The Board will consider whether the applicant performed substantially financial auditing, compliance auditing, systems design or tax accounting. The Board will also determine whether the audit staff where the applicant worked is sufficiently removed from the administration of the entity under review. The Board will need to determine whether any limitations on scope, approach or worker were imposed, whether significant portions of work consisted of field work as opposed to desk or office audits, whether there was exposure to two or more types of industries, and finally whether audits were of sufficient duration to permit meaningful involvement in the process.

For reciprocal applicants having five years of practice in public accountancy verified, a qualified supervisor or partner may complete section 4, or a reciprocal applicant who is a long time solo practitioner may have the solo practice of public accountancy verified by attaching three letters of referral from clients detailing a total of five years of practice of public accounting within the immediately preceding ten years.

#### 4. Nature of Public Accounting experience.

This section must be completed for applicants who are claiming experience in public accounting. Provide in the space the percentage of time that the applicant spent in each category, and list the industries involved in the engagements of the first two categories (i.e., manufacturing, retail, banking etc.).

**At least 25% of the total experience shall consist of the application of general accepted accounting principles and the application of one or more of the following: generally accepted auditing standards; standards of accounting and review services; and standards for accountants' services on prospective financial information, financial forecasts and projections.** The Board may give credit toward meeting this requirement by the performance of those services which are the subject of comprehensive sets of generally accepted professional standards issued by an appropriate professional standard setting body in which the Board determines is comparable to the application of generally accepted auditing standards for the purpose of reporting in compliance with generally accepted accounting principles. Experience in this area may include

review and evaluation of internal control policies and procedures; testing of compliance with internal control policies and procedures; preparation of working papers in connection with elements of work accomplished; planning, revision or updating of audit programs to be followed; drafting or reviewing memoranda, conclusions, notes; preparation and/or analysis of financial statements or reports. Auditing procedures and techniques may include, but not limited to, the following type of accounts and activities: verification of accounts receivable, inventory accounts (including valuation and physical verification), bank accounts, investment accounts, fixed asset accounts (including depreciation), intangible assets, accounts payable, accrued liabilities, reserves (specific industry requirements), unrecorded liabilities, appropriate analytical review of revenue and expenses, review and preparation of tax provisions and reserves (For this area review and preparation of tax provisions and reserves shall be deemed to include research for determination of tax provision and related tax reserves, research for determination of taxable earnings and profits, reconciliation of book to tax return adjustments, review of tax returns to determine adequacy of income tax reserves, analysis of tax positions taken in making judgment affecting tax provisions and reserves.

**Special Note:** *The 25% minimum does not apply to reciprocal applicants having five years of experience in public accountancy verified using section 4 of this form.*

The balance of experience may be in any of the following areas: Financial statement preparation from the books of account without audit and the preparation of related tax returns; performance of other related services requiring a knowledge of generally accepted accounting principles; tax related activities; review of financial projections; accountings for estates and fiduciaries.

Preparation of books of original entry, preparation of payrolls, checks, payroll tax reports, sales and similar tax returns, posting to subsidiary ledgers.

Tax services other than as described in any of the above sections  
Design and installation of accounting, cost or other systems when not related to an extension of auditing assignments other management advisory services.

Checking or comparing reports and tax returns; other services for clients not included in bookkeeping services, filing tax/law services, administration

Other services in the practice of public accounting not covered above.

Please note that the percentages must total 100% of the time claimed from you as an employer of the applicant

**5. Sign & Date:** Read the statement and date the form and immediately forward to the State Board of Accountancy